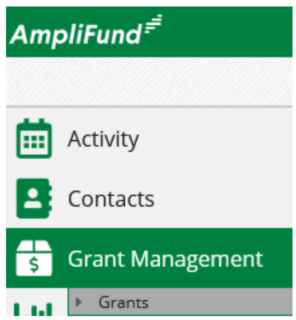
BIA – Expenses & Reimbursement

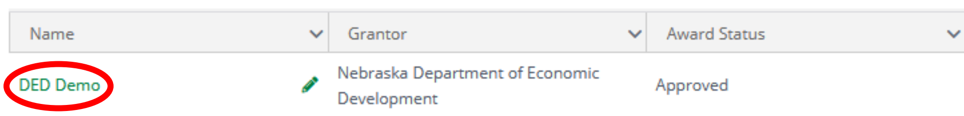
Applicable to the following Programs: Academic R&D Phase I, Academic R&D Phase II, Micro-Lending, Prototype, SBIR/STTR Phase 0, SBIR/STTR Phase I, SBIR/STR Phase II
(Does not apply to Microenterprise TA)

Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

To navigate to the Award screen:

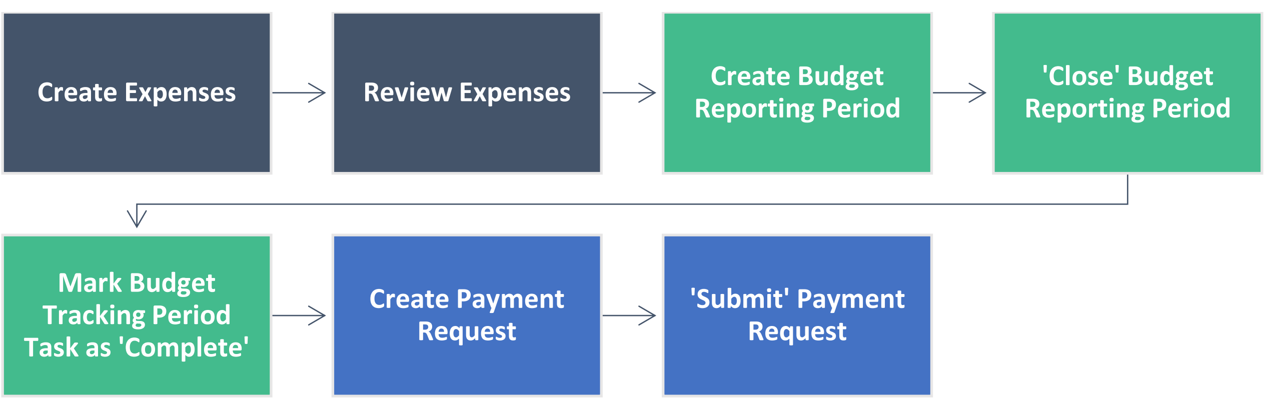
From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]





Summary

Every month, you will be able to complete a Budget Reporting Period and a Payment Request. Multiple Budget Reporting Periods can be combined into one Payment Request. Payment Requests should only be submitted when requesting a reimbursement amount.



If you do not have any expenses during a Budget Reporting Period time frame, you can close a [Budget Reporting period with $0 in expenses.]

You will add expenses in order to track against your Budget.

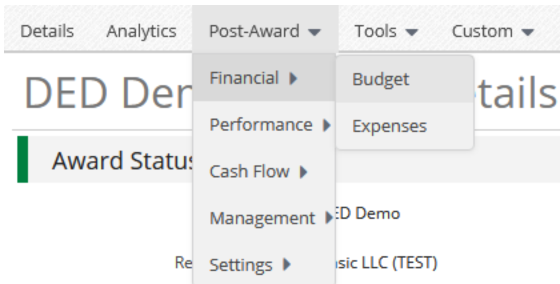
Attachments

Below is a summary of where you will and won't add attachments to during this process:

- Expense(s) (Attachments tab) – Source Documentation
- Budget Reporting Period(s) – No Attachments
- Payment Request – No Attachments

Budget

To see your budget: Award Screen > Post-Award > Financial > Budget



NOTE: *If your budget is blank, please see your 'Recipient Edit Budget' user guide to complete.*

Select **Match** below the options to view the **Match** column.

Details Analytics Post-Award Tools Custom

DED Demo – Budget

Start: **1/1/2020** End: **12/31/2021**

Budget View Settings

Options

☐ Grant Year ☐ Responsible Individuals ☐ GL Accounts ☑ Match

Budget

$10,000 from the Grant $5,000 from Match

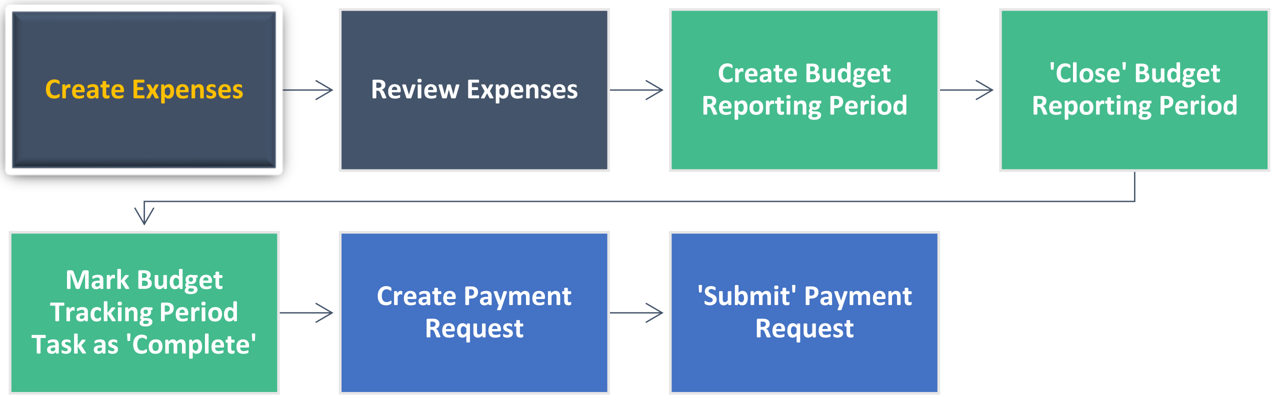
Line Item Information

Expense Budget	Grant Funded	Match	Total Cost
Contract Development			
Contract A	$0.00	$750.00	$750.00
Contract B	$0.00	$1,250.00	$1,250.00
Subtotal	$0.00	$2,000.00	**$2,000.00**
Employee Wages			
Employee Wages	$7,500.00	$0.00	$7,500.00
Subtotal	$7,500.00	$0.00	**$7,500.00**
Materials & Supplies			
Maintenance Supplies	$300.00	$0.00	$300.00
Metal	$500.00	$2,500.00	$3,000.00
Packing Supplies	$400.00	$0.00	$400.00
Rubber	$1,300.00	$0.00	$1,300.00
Subtotal	$2,500.00	$2,500.00	**$5,000.00**
Other			
Other	$0.00	$500.00	$500.00
Subtotal	$0.00	$500.00	**$500.00**
Total Expense Budget Cost	**$10,000.00**	**$5,000.00**	**$15,000.00**

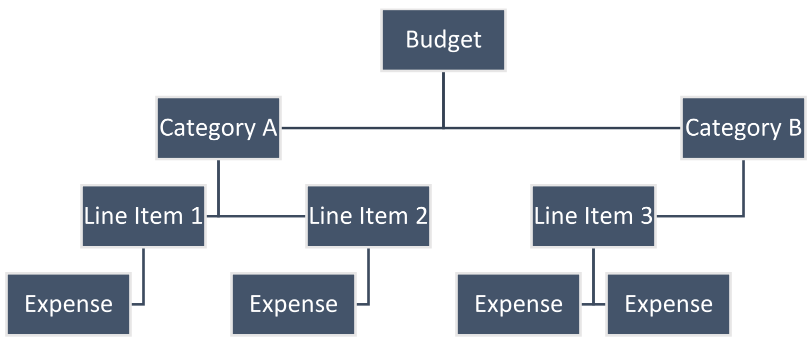
Overall Award Information (Award Details tab)

Revenue Budget	Grant Funded	Match	Total Revenue
Grant Funding			
Awarded Amount	$10,000.00		$10,000.00
Subtotal	$10,000.00		**$10,000.00**
Match			
Cash Match		$5,000.00	$5,000.00
In-Kind		$0.00	$0.00
Subtotal		$5,000.00	**$5,000.00**
	Total Revenue Budget Cost		**($15,000.00)**
	Total Overall Budget Cost		**$0.00**

Create Expenses

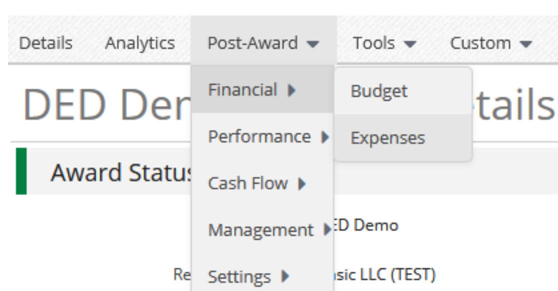


In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.



There are three ways to access the pages necessary for Expense creation:

1. Activity (left navigation) > Expenses
2. Award Screen > Post-Award > Financial > Expenses
3. Award Screen > Post-Award > Financial > Budget > click the **$ icon** next to a line item

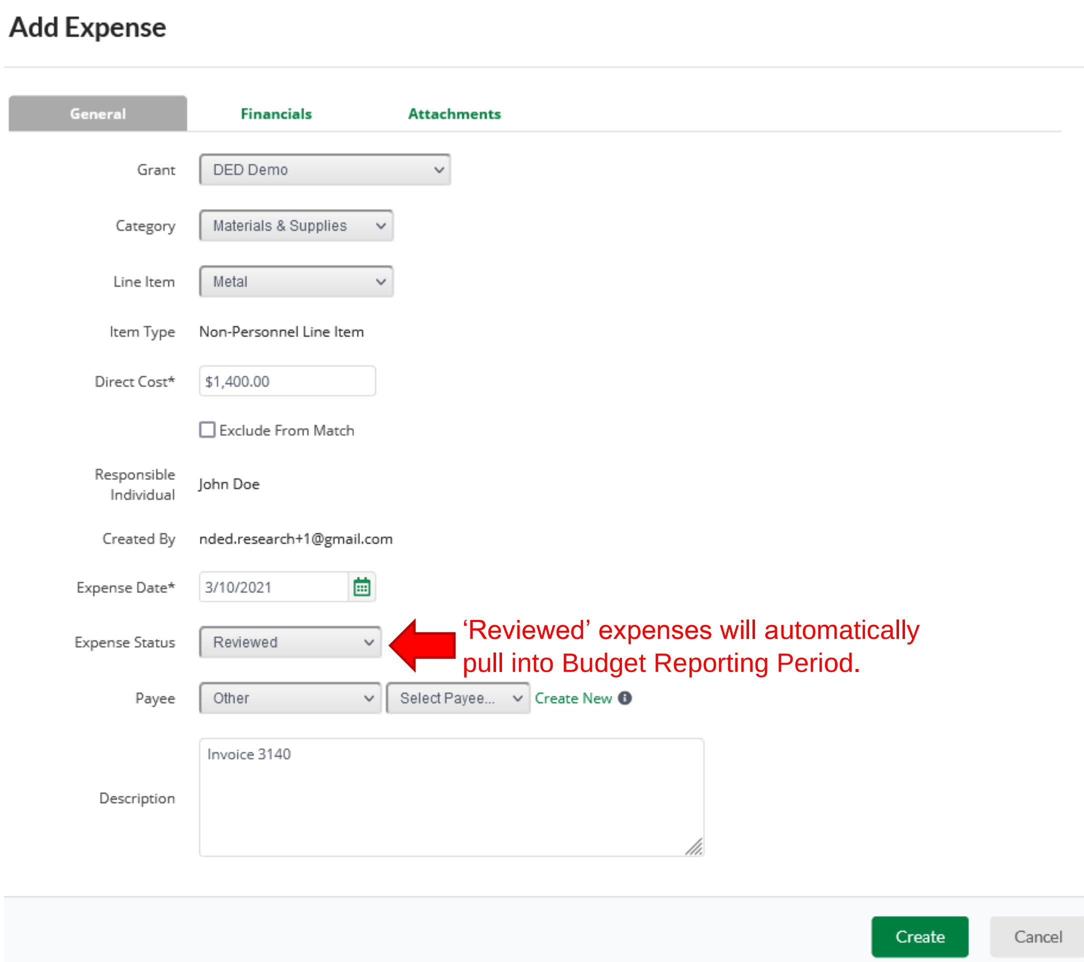


From the Expense page, click the **+ icon** to add an expense.

NOTE: *Going over in Cash Match per Category is allowable.*

General tab

The expense window will appear where you can add an expense record.



Category – [Choose the category in the dropdown menu.]

Line Item – [Select Line Item. Dropdown is pre-populated from what line items are in the chosen category.]

Direct Cost – [Enter the amount for the eligible Total Cost of the Expense. (Grant Funds + Match)]

Exclude From Match – [Select if all of the cost is covered by Grant Funds ($0 Match), or you can enter $0 for Match on the Financials tab.]

Expense Date – [Select the Date of the Expense.]

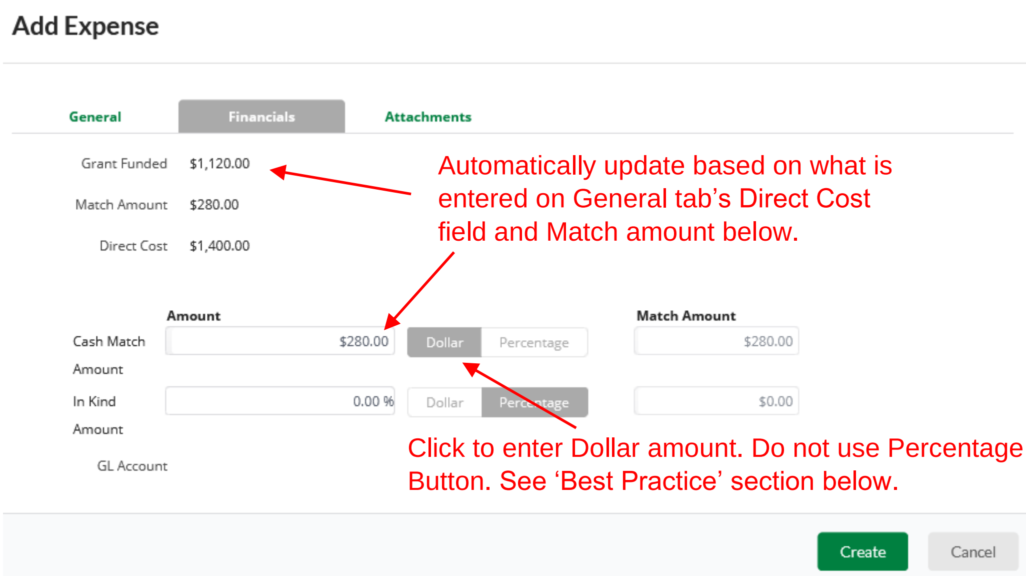
Expense Status – <u>Reviewed.</u>

> ***NOTE:*** *An expense must be marked as* ***Reviewed*** *in order for it to appear in a Reporting Period.*

Payee – *Optional.*

Description – *Optional. Add in any details you would like to record.*

Financials tab



Cash Match Amount – [Toggle to Dollar. Enter the Cash Match for this expense. If this expense has no cash match, enter $0 or 0 percentage.]

NOTE: *Use the 'Dollar' button, do not use the 'Percentage' button when entering in Match. See 'Best Practice' section below.*

In Kind Amount – [Toggle to Dollar. Enter the Cash Match for this expense. If this expense has no in kind match, enter $0 or 0 percentage.]

Grant Funded – Auto calculate based what is entered in the Direct Cost and Match Amount.

Direct Cost – Auto populate from General tab.

Best Practice

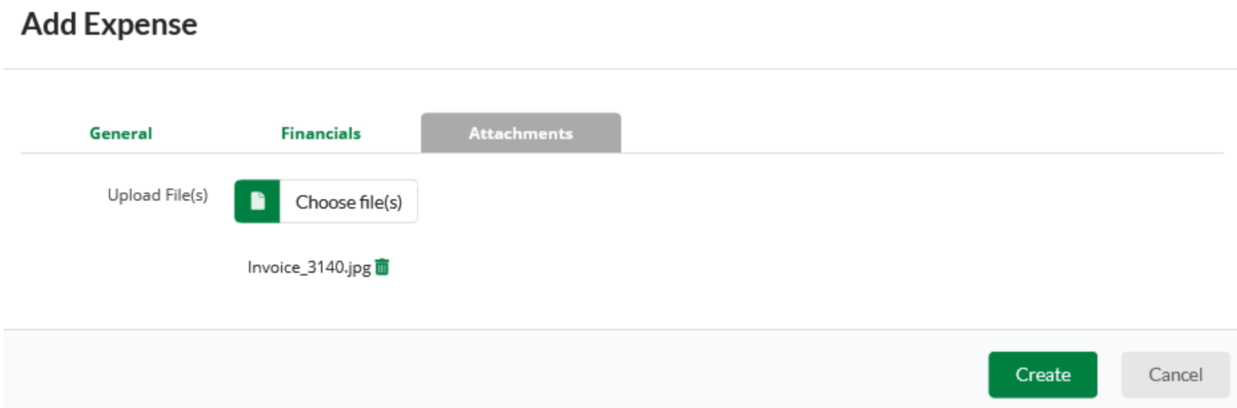
To simplify entering expenses, calculate your Program's Payment Request minimum match percentage using the table below. Using the dollar button, enter the Cash Match amount, rounded up to the nearest penny. This helps ensure each Payment Request meets your cash match minimum requirement. Your last Payment Request may need to be adjusted to ensure you draw down all your available grant funds*.

Program See below which one your award fits to	Match Rates: Cash Match Minimums for Expenses (Direct Cost × Match Rate = Enter with Dollar Button)
Academic R&D	50%
Prototype	33.34%
SBIR/STTR	0%
Bioscience (All Programs)	50%
Value-Added Agriculture (All Programs)	20%

If you have additional eligible costs after running out of grant and match funds, use match amount again (<u>not</u> grant funds). Going over in matching funds *is* allowed. However, going over the grant-funded amount will cause processing delays and require you to correct expenses.

*Review your current match amount entered by viewing the '[Grant Budget Variance]' report. Checking this report *before* you submit a 'Budget' report or Payment Request can save you time and effort and ensure your expenses are accurate.

Attachments tab



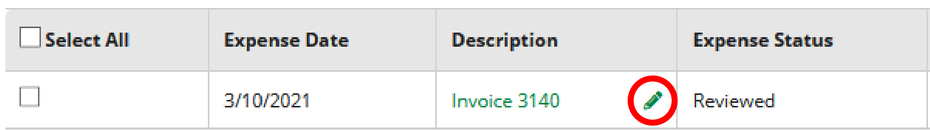
You will attach your **Source Documentation** here. **Source Documentation** includes: receipts, invoices, etc.

Click **Create** to add that expense.

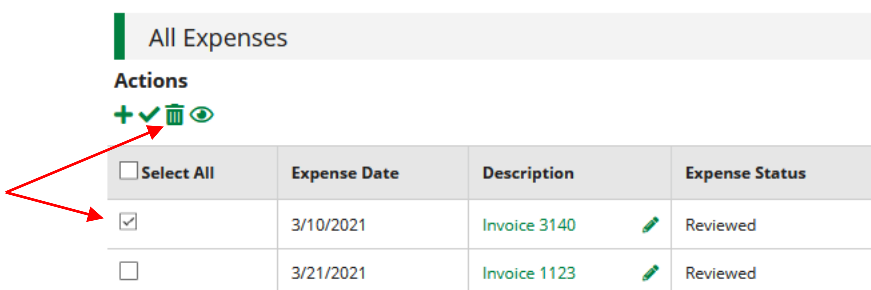
Edit Expenses

To edit an expense after creation, click the **Pencil icon** next to the description, make changes, and click **Save**.

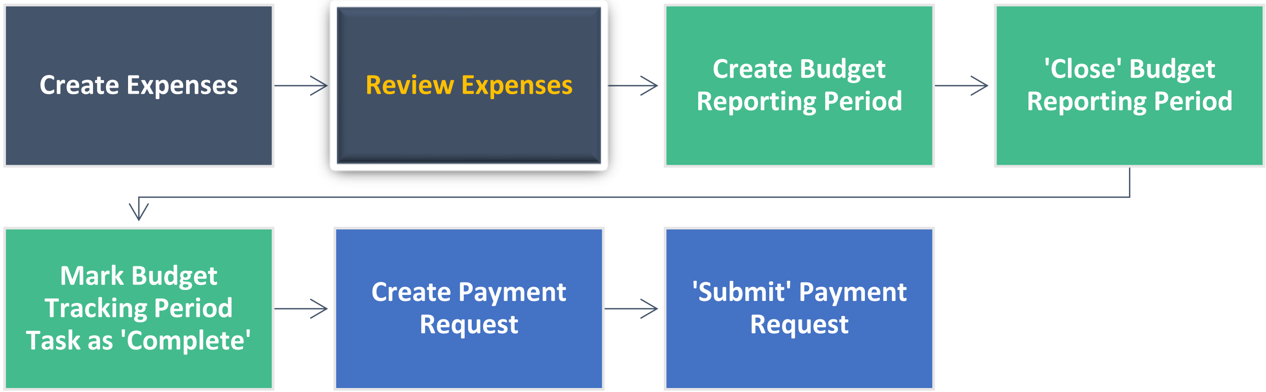
NOTE: *Expenses with an Expense Status of 'Closed' cannot be edited.*



To delete an expense or more than one, select the expense row(s) then click the **Trashcan icon**.



Review Expenses (Before Closing Reporting Period)



You will want to double check the expenses in the Reporting Period before the Reporting Period is closed. To do this, you'll want to review the 'Reviewed' expenses.

Award Screen > Post-Award (tab) > Financial > Expenses

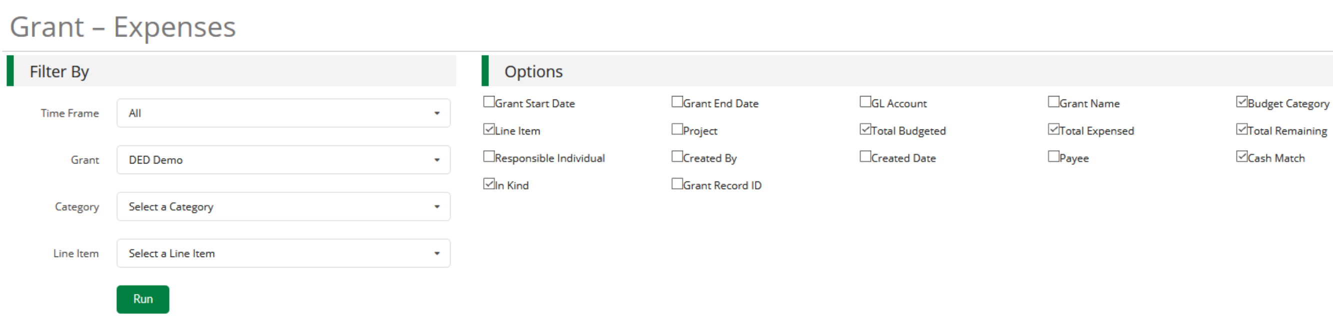
Time Frame: Custom (Reporting Period as the Start Date and End Date most likely, unless you have reviewed expenses during the time frame from already closed reporting periods)

Grant: [Choose Grant]

Category: Leave this as 'Select a Category' to see them all. You can filter further if you need to.

Line Item: Leave this as 'Select a Line' Item' to see them all. You can filter further if you need to.

Click **Run**. This will now list all expenses from your filtering criteria.



You can click into the expenses (clicking the green description name), if it is easier, to view and read the description.

Expense Status: The ones that are a part of the reporting period are 'Reviewed'. 'Closed' Expenses have already been submitted to Reporting Periods.

Budget Category: What the line item is tied to.

Line Item: What the Expense is tied to in the category.

Total Budgeted – The total Budgeted amount for that line item.

Total Expensed – The total Expensed amount for that line item.

Total Remaining – The following formula for that line item: Total Budgeted – Total Expensed

Cash Match: Cash Match Amount for that Expense.

In Kind: In Kind Match Amount for that Expense.

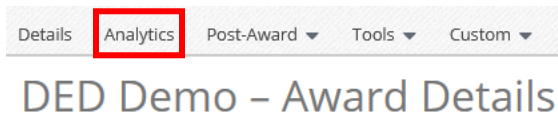
Amount: Expense’s Direct Cost (Grant Funded + Cash Match amount)

AmpliFund Reports to Track Expenses

Total Expenses per Category

To view your total expenses that have been entered that do not have an expense status of ‘Denied’ (not necessarily approved):

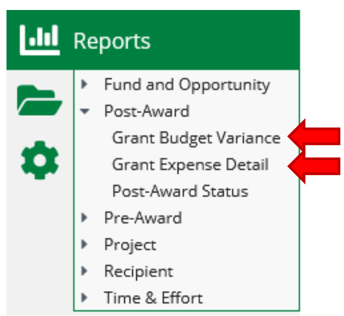
Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab



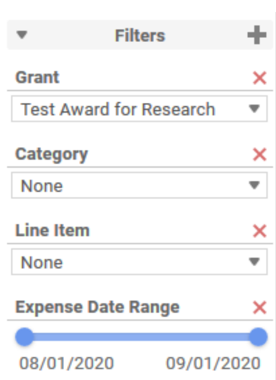
View the Category Budget graph at the bottom.

Standard Reports

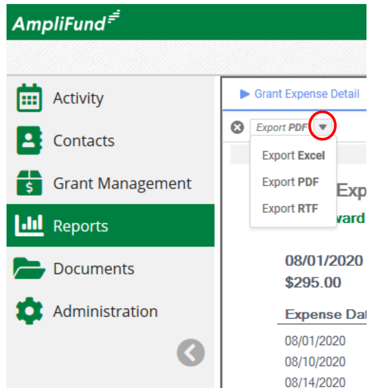
Go to Reports (left navigation) > Post-Award > [Choose Report]



Additional Filters (such as date and Grant) are on the right side.



Export this report on the left side. Select the down arrow, and choose the export type.



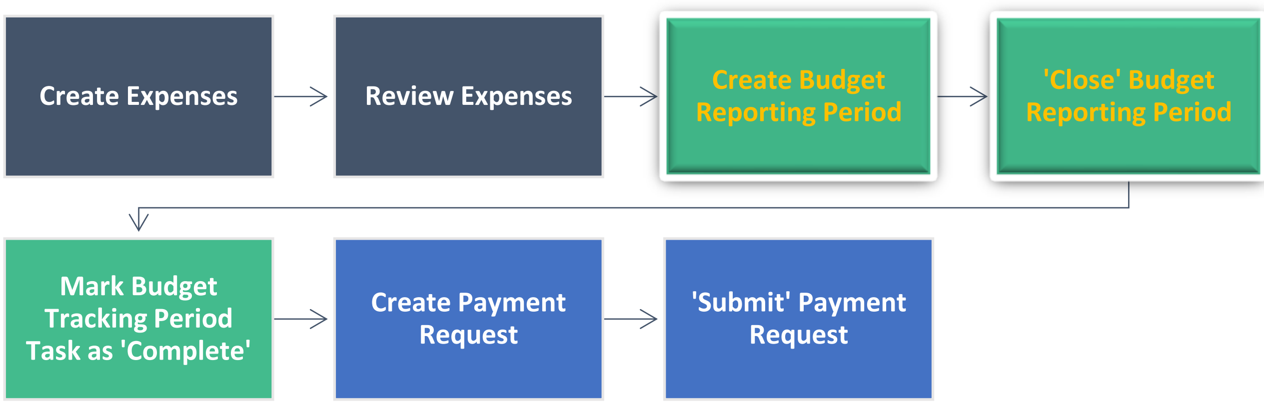
Grant Budget Variance
Summarizes the budgeted and actual expensed amounts (line items and category totals). Includes all expenses, not necessarily approved expenses and do not have an expense status of 'Denied'.

<u>This report will show you if you still need to use Cash Match in a category, or if you have entered expenses as too much Grant Funds.</u>

Grant Expense Detail
Lists entered expenses, instead of having to search in the **Grant Expenses** section (Grant Management) > Grants > [Choose Grant] > Post-Award > Financial > Expenses).

Includes all expenses, not necessarily approved expenses and do not have an expense status of 'Denied'.

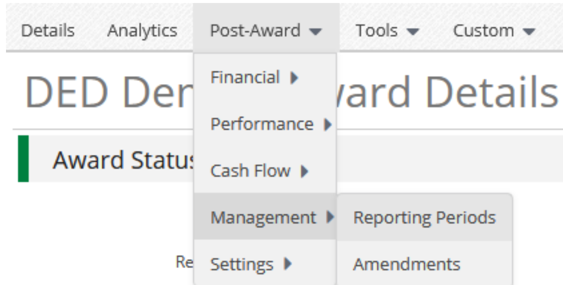
Create Budget Reporting Period



NOTE: *You can submit a Budget Reporting Period with no expenses if you do not have expenses during that time frame. You can also submit a Budget Reporting Period with only Cash Match expenses.*

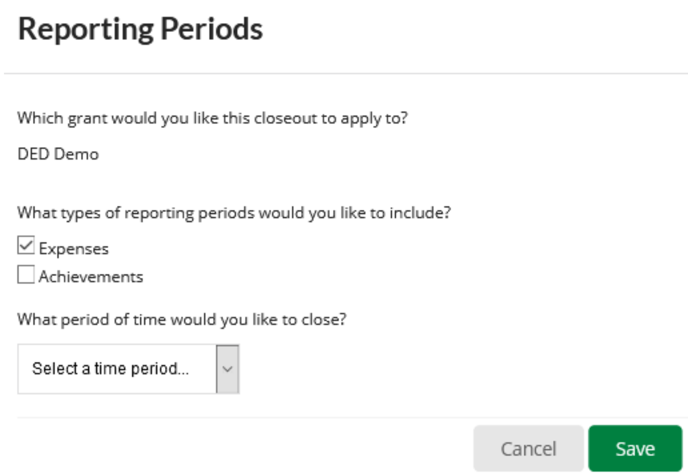
Reporting Periods can be accessed in two ways:

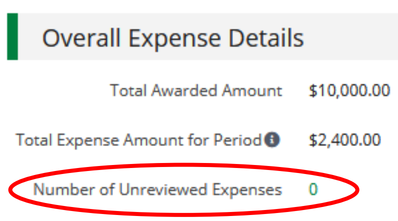
1. Activity (left navigation) > Reporting Periods
2. Award Screen > Post-Award > Management > Reporting Periods



Click the **+** icon (top right) to start a Reporting Period.

Select **Expenses**, the **Time Period** for the report, and click **Save**.





Review the Reporting Period in the **Overall Expense Details** section.

Total Awarded Amount: This is your total grant funded amount.

Total Expense Amount for Period: This will include grant funded + match expenses that have been marked as 'Reviewed' during this Reporting Period.

The number Expenses that have been entered and not marked as Reviewed will appear in the **Number of Unreviewed Expenses** field. Please click on the number and ensure all expenses that need to be included in the Reporting Period have been marked as Reviewed.

Comments: *Optional.*

Attach Documentation: *None*

<u>You will not need to upload your documentation here; it is on your individual expenses.</u>

Expense Analytics: Not applicable; it takes the total in your categories and divides it by the number of months (periods). This is not accurate with how we allocate money.

Expense Closeout: Keep this as 'Select All'. Expenses need to be 'closed' in order to show up in the Payment Request. Like the 'Expense Analytics' section, the 'Budgeted Amount' column is not applicable.

If you are ready to submit your Reporting Period to Nebraska DED, click **Close.**

If you wish to save progress but not submit to Nebraska DED click the **Save** button.

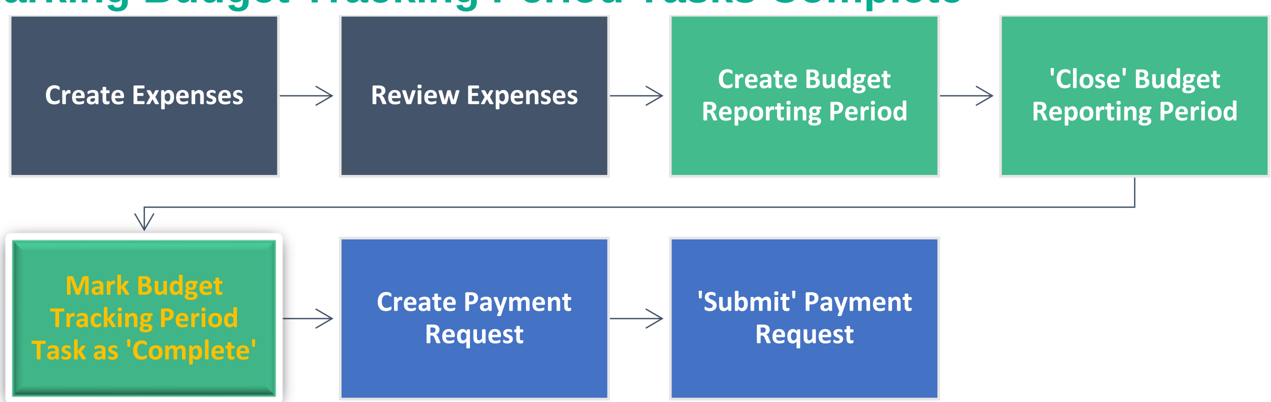
You cannot edit Reporting Periods after they have been 'Closed'. If you need to edit an expense from a 'closed' reporting period, contact your Program Manager.

Found Expense After Reporting Period Is Closed

If you have an item that should have been included in a previous Reporting Period, include it in the most recent Reporting Period you can. The date of the expense can be from a 'Closed' Reporting Period. If it is marked as 'Reviewed' it will roll-up into the next one.

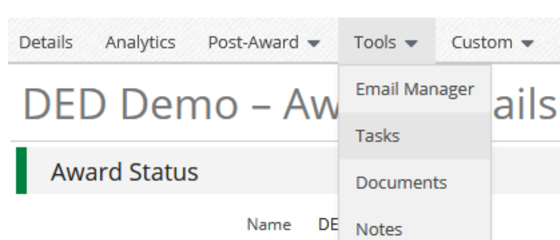
EXAMPLE: January's Reporting Period has been 'Closed'. However, in February, you found you did not enter a January expense, "Expense B". When you create the Reporting Period for February, Expense B will roll-up into the current reporting period as long as it has been marked 'Reviewed' (even though it has a January date).

Marking Budget Tracking Period Tasks Complete



There are 2 ways to navigate to Tasks.

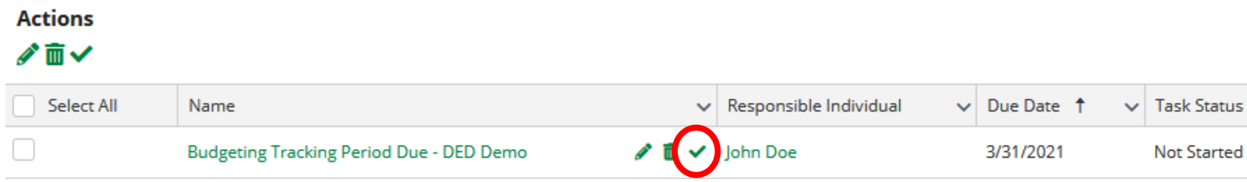
a) Activity (side navigation) > Tasks
b) AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > Tasks



Mark the Tasks you are done with as 'Complete':

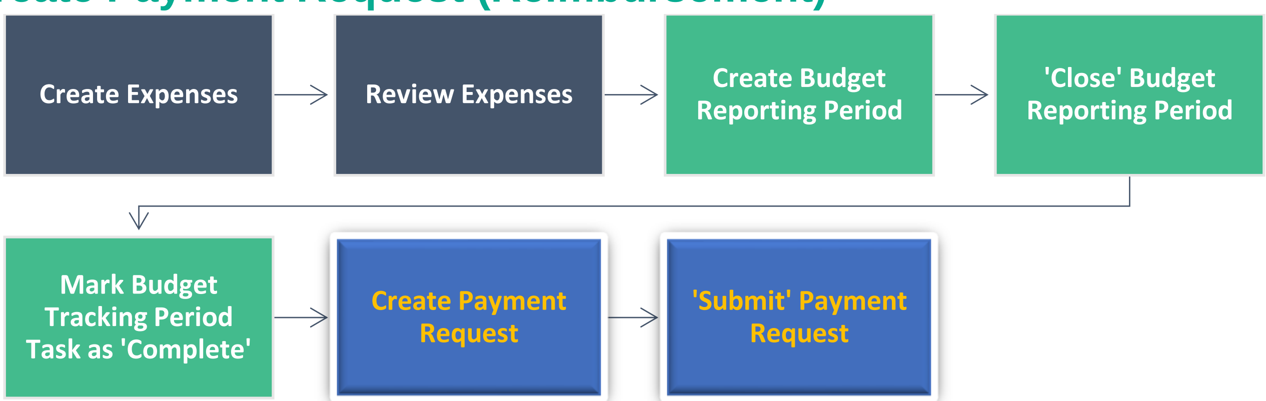
1. Select Goals that you wish to mark complete, then click the **Mark as Complete** action.

2. Individually click the **Mark as Complete** action on the individual Task.



3. Click into the action, and click the **Mark as Complete** action in the top right.

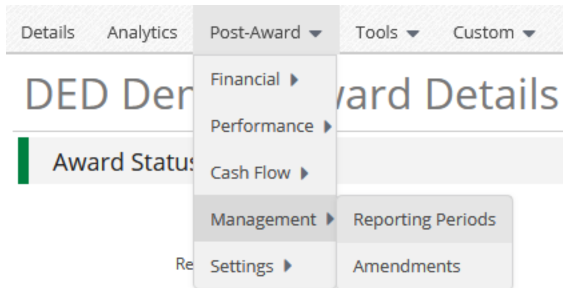
Create Payment Request (Reimbursement)



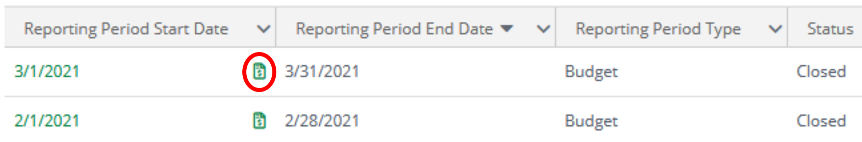
All Payment Requests must be associated with Budget Reporting Periods. The most frequent Budget Reporting Periods can be completed is once a month. Multiple Budget Reporting Periods can be combined into one Payment Request.

After the Reporting Period is 'Closed', a Payment Request can be created. Navigate to your Reporting Periods. There are 2 ways from the Reporting Period, and 1 way directly from the Payment Request area.

1. Activity (left navigation) > Reporting Periods > Closed
2. Award Screen > Post-Award > Management > Reporting Periods

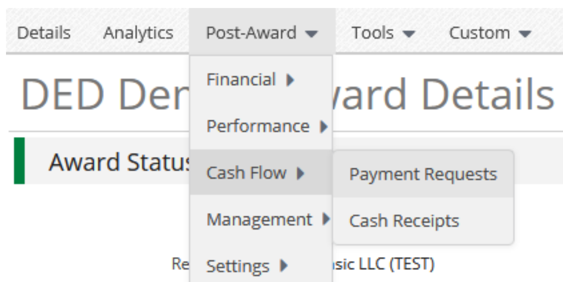


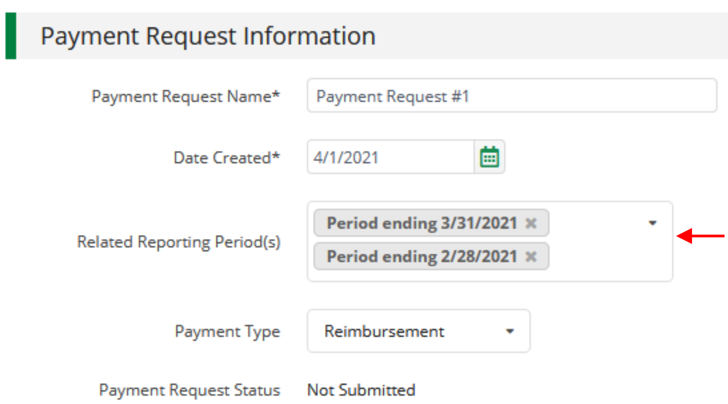
a) Next to the Reporting Period that you just closed, there is a money icon, click that to start the Payment Request.



Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
3/1/2021	3/31/2021	Budget	Closed
2/1/2021	2/28/2021	Budget	Closed

3. Award Screen > Post-Award > Cash Flow > Payment Requests > + icon (top right)





This will combine multiple Reporting Periods for 1 Payment Request if you select more than 1.

Payment Request Name: Payment Request [#]

- If there have been 3 APPROVED previous payment requests, current request is #4.
- On the Award, navigate to Post-Award (tab) > Cash Flow > Payment Requests to see any previously created APPROVED Payment Requests.

Date Created: Today's date (date you are requesting payment)

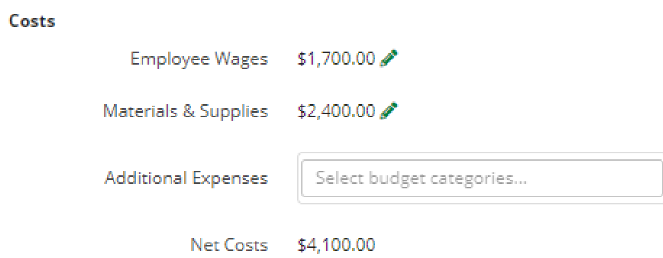
Related Reporting Period(s): <u>Make sure all available reporting period(s) are chosen. Select the multiple reporting periods so it will auto populate the category amounts.</u>

Payment Type: Reimbursement

NOTE: *Contact your Program Manager for them to 'Reject' your Budget Reporting Periods if you need to edit your Grant Funded and Match fields in your expenses.* You will not be able to edit a 'Closed' expense.

Costs

Auto populates what has been entered as expenses in Reporting Periods. Do not adjust these amounts or add additional categories. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>



Contributions

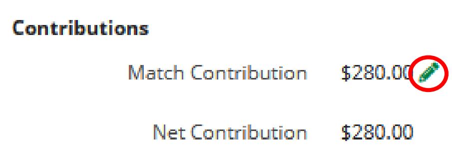
Auto populates what has been entered as expenses in Reporting Periods. Verify there is not an Adjusted Match Contribution field. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>

'Adjustments'

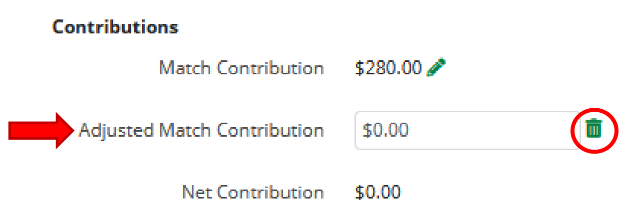
Verify that there is not an **Adjusted Match Contribution** or **Adjusted (Category Name)** field in the Financial Detail section. The adjustment field appears if you click on the edit pencil next to the **Cost category amount** or the **Contributions Match field**.

Example

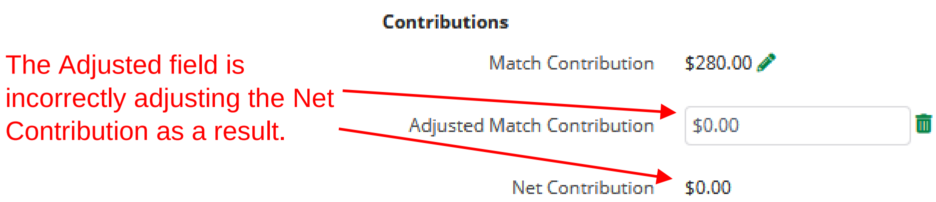
If you accidentally click here the edit pencil.



The adjusted field will appear. To remove it, click the green trashcan.



If 0 is entered, it means that the Match is $0, not none, and will adjust the Net Contribution.



NOTE: *This has the same affect to Net Costs if the adjusted field is entered on Cost Categories.*

Totals

Net Costs – Net Contributions

Requested Amount: [Enter the ‘Net Total’ amount] (Verify Net Costs and Net Contribution amounts are correct)

Comments: *Optional.*

Upload File(s): *None*

Click **Submit** if you are done. Click **Create** if you want to submit later.

This will create an automatic email to DED that you have submitted this Payment Request.

Payment Request Notification

You will receive an email notification when the Payment Request has either been ‘Approved’ or ‘Rejected’ by your Program Manager.